

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD**

Privacy Act; Systems of Records

**AGENCY:** Defense Nuclear Facilities Safety Board

**ACTION:** New System of Records

**SUMMARY:** Each Federal agency is required by the Privacy Act of 1974, 5 U.S.C. § 552a, as amended, to publish a description of the systems of records it maintains containing personal information. In this notice the Board announces a new system of records.

**FOR FURTHER INFORMATION CONTACT:** Robert M. Andersen, General Counsel, Defense Nuclear Facilities Safety Board, 625 Indiana Avenue, N.W., Suite 700, Washington, D.C. 20004-2901, (202) 208-6387.

**SUPPLEMENTARY INFORMATION:**

The new system of records, designated DNFSB-7, is described below.

DNFSB-7

**SYSTEM NAME:** Supervisor Files.

**SECURITY CLASSIFICATION:** Unclassified materials.

**SYSTEM LOCATION:** Defense Nuclear Facilities Safety Board, 625 Indiana Avenue, N.W., Washington, DC 20004-2901.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** Members of the Board's technical, legal, and administrative staff.

**CATEGORIES OF RECORDS IN THE SYSTEM:** Files maintained by supervisors, indexed by employee name, containing positive or negative information used primarily to

write annual or mid-year performance appraisals or to propose awards and honors. The files may contain written correspondence, examples of an employee's work, printed versions of electronic communications, private notes by the supervisor, and other records bearing on the individual's performance.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** National Defense

Authorization Act, Fiscal Year 1989 (amended the Atomic Energy Act of 1954 (42 U.S.C. §2011 et seq.) by adding new Chapter 21 -- Defense Nuclear Facilities Safety Board).

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:**

Records are used by supervisors to write annual or mid-year performance appraisals for their employees or to propose awards and honors. Records may also be used in connection with disciplinary and adverse actions. These records are not disclosed outside DNFSB and will not be accessed by persons other than the supervisor maintaining the record and administrative staff personnel assigned to file or retrieve records, except as required by law consistent with the Privacy Act.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:** Paper records and computer files.

**RETRIEVABILITY:** By employee name.

**SAFEGUARDS:** Access is limited to the individual supervisor keeping the records and administrative personnel who may file or retrieve records. Records are stored in locked file cabinets or in locked desk drawers.

RETENTION AND DISPOSAL: Records retention and disposal authorities are contained in the "General Records Schedules" published by National Archives and Records Administration, Washington, D.C. Most files in DNFSB-7 are purged once per year following completion of appraisals. Records are destroyed by shredding, burning, or burial in a sanitary landfill, as appropriate.

SYSTEM MANAGER AND ADDRESS: Defense Nuclear Facilities Safety Board, 625 Indiana Avenue, N.W., Suite 700, Washington, DC 20004-2901. Attention: Andrew Thibadeau.

NOTIFICATION PROCEDURE: Requests by an individual to determine if DNFSB-7 contains information about him/her should be directed to the Privacy Act Officer, Defense Nuclear Facilities Safety Board, 625 Indiana Avenue, NW, Suite 700, Washington, DC 20004-2901. Required identifying information: Complete name, social security number, and date of birth.

RECORD ACCESS PROCEDURE: Same as Notification procedure above, except individual must show official photo identification, such as driver's license, passport, or government identification before viewing records.

CONTESTING RECORD PROCEDURE: Same as Record Access procedure.

RECORD SOURCE CATEGORIES: Subject individuals.

SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT: None.

**Dated:** July 16, 1998

**John T. Conway,**  
**Chairman**